



SPARS Access Request Form for Responsible Officials



MAIL TO: Air Quality Bureau
7900 Hickman Road, Suite 1
Urbandale, IA 50322
ATTN: SPARS Administrator

By completing this form, you are requesting the Iowa DNR to create a Responsible Official SPARS account for you. Once this account is created, you will receive a user ID, a password, and a personal identification number (PIN), which will allow you to use SPARS Web to submit applications and inventories to the Iowa DNR. **NOTE:** A single Responsible Official may be identified for all of your facilities, or a Responsible Official may be identified for each facility. Duplicate this form if multiple Responsible Officials have been identified.

☐ Checking this box indicates: (1) that you agree to **protect your user ID, password, and PIN**; (2) that you will **promptly notify** the Iowa DNR if you discover that your user ID, or password, or PIN has been compromised; and (3) that you understand that you are **legally bound, obligated, and responsible** for the truth and accuracy of the information submitted through SPARS Web using your user ID, password, and PIN.

Check the appropriate boxes:

The person identified in this form is the Responsible Official for:

☐ Construction Permit Applications ☐ Minor Source Emissions Inventories ☐ Title V Applications and Inventories

The person identified in this form is:

☐ An additional Responsible Official ☐ A replacement for _____ (name of Responsible Official)

List all facilities for which you wish to be designated as the Responsible Official. (Duplicate this form as needed)

| FACILITY NAME | FACILITY NUMBER (##-##-###) |
|---------------|-----------------------------|
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CERTIFICATION

I certify that based on information and belief formed after reasonable inquiry, the enclosed documents including the attachments are true, accurate, and complete. Legal entitlement to install and operate the equipment covered by and on the property identified in the permit application has been obtained.

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|---|--|
| Responsible Official's Name (Print) | |
| Responsible Official's Title | |
| Responsible Official's Phone Number | |
| Responsible Official's E-Mail Address | |
| Responsible Official's Signature Your signature is mandatory in order to satisfy the certification of truth, accuracy, and completeness requirements of 567 IAC 22.105(2)"i"(1) and 22.107(4). Your signature also satisfies the legal ownership requirements of 567 IAC 22.1(3)"b"(9). | |
| Date | |

567 IAC 22.100 - Definition of Responsible Official

“Responsible Official” means one of the following:

1. For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:

- The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
- The delegation of authority to such representative is approved in advance by the permitting authority.

2. For a partnership or sole proprietorship: a general partner or the proprietor, respectively;

3. For a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this chapter, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of a the agency (e.g., a regional administrator of EPA); or

4. For Title IV affected sources:

- The designated representative insofar as actions, standards, requirements, or prohibitions under Title IV of the Act or the regulations promulgated thereunder are concerned; and
- The designated representative for any other purposes under this chapter or the Act.